

## **Professional Engineer Application Instructions**

These instructions have been prepared to help you complete your application for registration. Proper attention to details will avoid delays in processing and will help expedite its final acceptance. Failure to completely and properly fill out your form will not only cause delays, but may result in a determination that you are ineligible for licensure. The completed application form and required fees should be sent to the Board's address as shown below. Make checks and money orders payable to the **Washington State Treasurer.** 

**Please Note:** Applications received without payment cannot be processed, will not be considered a timely submission, and will be returned to you.

## **Who Should Use This Application**

- Applicants for engineering license by examination
- Engineers applying for licensure by comity
- · Engineers applying for licensure in structural engineering

**How to Reach the Board** 

Send Application & fee to: Board of Registration

P.O. Box 9048

Olympia, WA 98507-9048

Send supporting documents to: Board of Registration

P.O. Box 9025

Olympia, WA 98507-9025

Web site: dol.wa.gov

E-mail: engineers@dol.wa.gov

Telephone: (360) 664-1575 Fax: (360) 664-2551

#### **Application Deadlines**

Application forms and appropriate fees must be submitted to the board offices or postmarked **no later than four (4) months** prior to the date of scheduled examinations.

All Supporting materials, such as verifications and transcripts, must be submitted to the Board or postmarked **no later than three (3) months** prior to the date of scheduled examinations.

#### **Basic Requirements**

Washington Law and Administrative Code requires a minimum of eight years of approved engineering experience (which includes appropriate education) to qualify for licensure (refer to RCW 18.43.020, RCW 18.43.040 and WAC 196-12-020 for specific details).

Up to five years of this experience may be gained through education. To be granted the fifth year, a postgraduate degree in engineering must be obtained from a school that has an undergraduate program in engineering accredited by Accreditation Board for Engineering & Technology (ABET, Inc).

An official transcript from your school(s) is required to confirm any education you wish to have credited towards your experience requirement. **Photocopies are not acceptable.** 

After evaluation of the application and documentation, you will be advised in writing whether: Your application is complete; you have been approved for the examination; or if additional information is required. If your application is complete and you have been approved for the examination, you will receive a letter that contains information necessary for you to schedule your examination with the National Council of Examiners for Engineering and Surveying (NCEES).

Applicants for examination must take and pass a Law & Ethics exam before a license will be issued. The Board will send you the exam after your application is approved. Comity applicants will receive their exam upon receipt of the Application.

## **Applicants with Foreign Degrees**

Applicants for licensure based upon completion of a foreign degree program will be granted the following educational experience:

## **Up to four (4) years of experience:**

- 1. A degree from an **approved** program from a country that is a participant in the Washington Accord, or
- 2. A degree from a country in which the degree program has been evaluated and **approved** by ABET, Inc. as equivalent to the corresponding standard for U.S. engineering programs, or
- 3. You have a degree that is not approved under either items 1 or 2, but have completed a graduate degree in engineering from a university in the United States that has a corresponding ABET, Inc. accredited undergraduate degree in the same field of engineering, or
- 4. You have a foreign degree evaluated by Engineering Credentials Evaluation International (ECEI) and the evaluation report indicates your degree is deemed equivalent to an ABET, Inc. accredited degree.

## **Up to three (3) years of experience:**

1. Your degree does not fall into one of the approved conditions above, but you have provided an English language version of your transcript with your application.

## **Examination and Experience Verifications**

If you passed the Fundamentals of Engineering exam at a location other than Washington, the exam must be verified. To do that, complete the **License/Examination Verification form** (included in this application) and send it to the registration board where you took the exam.

**Experience Description/Verification forms** are for you to describe your engineering experience and to have that experience verified. Experience must be gained under the supervision of a licensed professional engineer and verified by that engineer unless you are working in an exempted position, such as federal service or an exempt corporation (RCW 18.43.130).

If you have ten years or less of engineering experience, it must all be verified. If you have more than ten years of engineering experience, at least the most recent ten years of that experience must be verified. Employment periods of less than one month do not have to be verified.

After you have completed the applicant's portion of the verification form, send it to your supervisor. The supervisor completes his/her portion of the form and returns it directly to the Board's office. If it is absolutely impossible to have some of your experience verified, it is imperative that you provide a written explanation of the circumstances for the Board's information. This experience cannot be counted but your application will not be held up pending receipt of the verification form.

**Please Note:** The required experience must be completed sixty days before the date of an exam to be eligible for that exam (WAC 196-12-020).

#### **Comity Applicants**

To qualify for a Washington license by comity you will need to provide documentation that you have met or exceeded all the requirements set forth for an original license by examination. This documentation will include verification of PE status and examinations, verification of EIT examination, and experience. If you are having your NCEES engineering record\* sent to this Board to apply for comity, only pages 3 and 4 of the application must be completed. Your NCEES record will supply all required information.

\*The NCEES engineering record is a service provided by NCEES that contains a record of education, experience, references, exam results and license status. It is not a copy of your application information from the original state where you obtained licensure.

You are required to have a current registration, and you must provide state board verification that you have taken and passed NCEES examinations on the Fundamentals of Engineering and the Principle and Practice Engineer's exam. If you are/were self-employed while a licensed PE, refer to the **Self-Employment Verification form** (page 10). This form is for you to copy and distribute to the professional engineers of your choice. A total of three professional engineers, personally knowledgeable about your work, must each complete one of these forms and return it to the Board's office.

### **Structural Engineering Applicants**

Structural Engineering is recognized as a specialized branch of professional engineering. To obtain a license in structural engineering, you must be a licensed engineer in this state and have at least two years of progressive responsibility in structural engineering experience, in addition to the eight years of engineering experience required to be registered as a professional engineer. The structural experience must be supervised by a licensed engineer in the branch of structural engineering, or a licensed engineer with significant structural engineering work experience.

Comity applicants for structural engineering cannot be approved unless they have passed structural examinations deemed by the Board to be **equivalent** to the structural examinations administered in Washington.



# **Professional Engineer Registration Application**

F	OR VALIE	DATION (	ONLY			
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<b>Examination</b>	☐ Comity		Structural
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Make remittance payable to State Treasurer. Send this application with your remittance to: PO Box 9048 Olympia, WA 98507-9048

Your wall certificate will have the same name you list on this application (they will appear in the proper order).

Please type or print clearly in dark ink

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APPLICANT'S NAME (Last, first, middle)		MAIDEN N	AME (If any – will no	ot appear on	certificate)	
BIRTHDATE	ITY NO. (Required per RCW26.23.150)	GENDER	Female	☐ Male	Э	
BRANCH OF ENGINEERING IN WHICH LICENSURE IS	S DESIRED	EXAM LOCATION PREFERENCE				
		☐ Eastern Washington		☐ Western W	/ashingto	on
Do you intend to:						
Start an engineering corporation?				$\square$ Yes $\ \square$	No	
Open a branch office for an out-of-state of	corporation?			🗌 Yes 🛛	No	
Work in Washington for an out-of-state	corporation?	?		$\square$ Yes $\ \square$	No	
MAILING ADDRESS		CITY	STATE	ZIP	COUNTY	,
PRESENT POSITION	BUSINESS NAM	Е				
BUSINESS LOCATION ADDRESS		CITY	STATE	ZIP	COUNTY	,
BUSINESS TELEPHONE NO.	E-MAIL ADDRES	SS	RESIDENC	E TELEPHONE NO	).	
( )			( )			
Has any court or licensing jurisdiction taken action against you for your practice in Engineering or Land Surveying? If yes, please attach explanation on additional sheet.						
Have you ever been convicted of, pled guilty to, or entered a plea of <i>nolo contendre</i> to criminal offense?					Yes	□No
Are you having an NCEES experience record sent (see page 2)?					Yes	□No
Are you requesting to waive the EIT ex	am <i>(referend</i>	ce WAC196-12-050)?			Yes	□No

Educational Background					
NAME AND LOCATION OF	DATES OF A	ATTENDANCE			
COLLEGES, UNIVERSITIES, TECHNICAL SCHOOLS	FROM	ТО	CURF	RICULUM	DEGREE/DATE
Previous and Current Registration	on				
Have you previously filed an application		<sup>™</sup> Yes	□ No		
If yes:	l PLS Da	te Applied:		Cert. No.	
☐ Written EIT exam in state of		Uw	ritten PE exam	in state of	
☐ Written SE exam in state of					
Number(s) and date(s) of original certifications	cate(s): PE No		State	Date	
	EIT No.		State	Date	
	PLS No	)	State	Date	
	SE No		State	Date	
Is certificate now in force in original stat	e? ∟Yes∟	□ <b>No</b> If not	, why?		
Engineer References – Give name registered professional engineers, having					
NAME	POSITION	ADDF	RESS/CITY/STATE		CERTIFICATE NO.
1.					
2.					
3.					
4.					
5.					
Certification	<u> </u>				
Certification					
I certify under penalty of perjury under	he laws of the s	tate of Washingto	on that the fore	going is true ar	nd correct.
Signature <b>X</b>				Date	
		<u> </u>			

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**Applicant's Name:** 

Experience R	Record Su	ımmary			
Applicant's Nam	ne				
from leaving col	lege (if app	olicable) or	ts below beginning with the most recent. This list is to encompass the eleginning your engineering career to the present time. Those periods ving work must also be included. If not verifying an event, indicate "No".	while in	
EVENT NO.	TIME PERIOD FROM TO		EMPLOYER/EVENT		
BEGIN WITH MOST RECENT	MONTH - YEAR	MONTH - YEAR		YES OR NO	



## **Professional Engineering Experience and Verification**

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Forms may be photocopied for additional events

## **Instructions for Applicant**

After completing the work experience descriptions on the following pages, send the work experience descriptions and this form to the person verifying your engineering experience for that period of time. Additional sheets may be attached, if needed, but please identify the categories (A-H) you are describing.

Applicant's Name								
PE Event No. (from page 5) Branch Applying For:								
Employed by								
Job Title	Employed From	າ f	to	Average Hrs. per Week				

#### Who is required to verify an applicant's experience?

Supervisor's Business Address \_\_\_\_\_

Work Experience Information - to be completed by applicant

• In most cases, experience is to be gained under the direct supervision of a professional engineer.

Supervisor's Name and Title \_\_\_\_\_

An exemption is in law for those applicants working in the manufacturing industry. Experience is not required to be gained under the supervision of a professional engineer, but there does need to be a PE employed by the firm. If this is the case, please indicate the name and license number of the PE at the time of your employment. Your direct supervisor would do the actual verifying.

\_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_ Telephone No. (\_\_\_\_)

Name and License No. of the PE

• If employed by the Federal Government, it is not required that an applicant be gaining experience under a professional engineer. The experience **does need** to be verified by the direct supervisor.

#### **Instructions for Applicant's Experience Verifier**

Once completed, return this form and the attached work experience descriptions directly to the Board at:

Washington State Board of Registration for Professional Engineers and Land Surveyors P.O. Box 9025 Olympia, WA 98507-9025

work Experience information – to be compi	eted by experience verifier	۳
Your name		
If you are not the applicant's supervisor for this ever the basis upon how you are able to provide this verification.		e applicant, and
If you are not a <b>licensed</b> professional engineer, under	r what authority are you verifying experience?	
(federal agency, exempt corporation, etc.)		
Number of years of engineering experience you have:_		
Do you feel qualified and prepared to verify the experie	nce in the catagories A through H listed below?	$\square$ Yes $\square$ No
Do you agree with the applicant's employment time and	d hours worked?	$\square$ Yes $\square$ No
Do you agree with the applicant's description of work/de	uties?	$\square$ Yes $\square$ No
If no, please explain:		
During this employment time, how long has the applica decisions? years/ months  Please check the <b>categories</b> listed below in which you examined for admission to the profession.		
A. Formulating conclusions and recommendations  B. Identifying design and/or project objectives  C. Identifying possible alternative methods and concepts  D. Defining performance specifications and functional requirements	<ul> <li>E. Solving engineering problems</li> <li>F. Interacting with professionals from other practice</li> <li>G. Effectively communicating recomment conclusions</li> <li>H. Demonstrating an understanding and energy/environmental considerations sustainability of resources</li> </ul>	her areas of adations and concern for and
RCW 18.43.040 states that no person shall be eligible for real and reputation. If you have any belief that this applicant do		good character
Would you recommend this applicant for lice	nsure if requirements are met?	□ Yes □ No
Signature Date	License No. Sta	ate
Note: If you are verifying structural experience for this	applicant, please answer the following:	
1. I am licensed as a structural engineer by passing a	a structural exam.	$\square$ Yes $\square$ No
2. If no, I am a professional engineer with ver	ars of structural experience.	

W	ork Experience Descriptions – to be completed by applicant
eng dec dov cat	structions – WAC 196-12 requires eight (8) years of broad based, progressive experience in engineering work der the direct supervision of a person authorized by Chapter 18.43 RCW, or other applicable statute to practice gineering, of which a minimum of four (4) years shall be in a position of making independent judgements and cisions under the general guidance and direct supervision of an authorized professional. This experience is broken we into eight categories (A-H) for each event. When describing your experience for each event and applicable egory, be specific about your contribution to engineering projects. Avoid terms like "participated in", "involved with" similar generalities. State your exact duties. One detailed example for each applicable category will be adequate.
Ge	neral Job Descriptions
Fo	r this event, describe your experience in:
A.	Formulating conclusions and recommendations.
B.	Identifying design and/or project objectives.
C.	Identifying possible alternative methods and concepts.

Applicant's Name \_\_\_\_\_ PE Event No. \_\_\_\_\_

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# **Self-Employment Verification Engineer Reference**

### This portion to be completed by the applicant.

Applicant's Name:	
Business Name:	
Dates of Employment Being Verified:	
This portion to be completed b	y the person verifying this experience.
1. How long have you known the appl	licant?
2. What is your business relationship	to the applicant?
3. In your opinion, does he/she posse	ess adequate engineering knowledge?
4. To your knowledge, how many yea	rs has the applicant been engaged in professional engineering work?
5. To your knowledge, how long has the	e applicant been self-employed while licensed as a professional engineer?
6. Has the applicant's experience bee	en of a satisfactory grade and character?
7. Statement regarding the applicant's	s ability, character, and reputation:
Please type or print	
Verifier's Engineering Registration:	Reg. No:
	•
Year:	State:
Name of Verifier's Firm:	
Address:	
Signature: X	
Position in Firm:	
Date:	

## **Important Notice to All Applicants**

## Instructions for Completing License/Examination Verification

#### You must have an examination verified if:

You are applying for licensure (engineer or land surveyor) based on comity (interstate registration) from another state or jurisdiction.

You are applying for licensure as a professional engineer by examination and you passed the fundamentals of engineering (EIT) in another state or jurisdiction.

You are applying for licensure as a professional land surveyor by examination and you passed the fundamentals of land surveying (LSIT) in another state or jurisdiction.

#### **Applicant Instructions**

Verification of licensure and/or examination in another state or jurisdiction is a very important part of the application evaluation procedure. In an effort to streamline the application process and provide more timely service to the applicant, we ask your assistance in verifying your license and/or exams in another state. Please follow the instructions listed below in completing the attached **License/Examination Verification form** (page 12).

Complete Part 1 (Applicant Data) portion of the form. Please type or print clearly. Mail the completed form to the Board Office of the state/jurisdiction of original licensure. This is the state/jurisdiction in which you were originally licensed (professional engineer or professional land surveyor) by examination. Some boards require payment of a fee for licensure or examination verification. Payment of the required fee is your responsibility as the applicant.

If you are seeking verification of the successful completion of the fundamentals of engineering (EIT) examination, send the form to the state board where your exam was administered.

If your most recent state/jurisdiction of residence and practice is different from the state/jurisdiction of original licensure, you also need to mail a completed copy of this verification form to the Board Office of the recent state/jurisdiction.



## **License/Examination Verification**

BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS PO BOX 9025 OLYMPIA WA 98507-9025 (360) 664-1575

Name	ST	FIDOT	MIDDLE
		rinoi	
		Security No	
<b>Applicant</b> – Please request Provide the Board with the a		registrations relative to this Sta	te Board be verified.
PE Cert. No		LS Cert. No.	
EIT Cert. No		LSIT Cert. No	
SE Cert. No			
	at: npham@dol.wa.gov.	rard this form to: ove, or send an e-mail with the	information requested
	Cert. No.	Date Issued	Expiration Da
_ Professional Engineer			<del></del>
Professional Engineer Engineer-in-Training			

Land Surveyor-in-Training

II. Basis of F	Registration:			<u> </u>
Writte	en Examination			
	Hours	NCEES	State Board	Other (explain)
FE				
PE				
SE				
FLS				
PLS				
Examinati	ion Option: (Discipline)			
FIT/I SIT Acce	epted From			
Comity With				
	2)			
III. Has the s	tata Baard takan formal disain	Ningry action against this is	adividual?	□No
	tate Board taken formal discip			∐ No
If the ans	wer to this question is yes, ple	ease provide details on an	attached sheet.	
	F	Person Completing Th	is Form	
Name				
Title				
Date			(BOAR	D SEAL)
State/Jurisdic	tion			

**DO NOT Return Original to Applicant - Please Mail Completed Form To:** 

Washington State Board of Registration for Professional Engineers and Land Surveyors P.O. Box 9025 Olympia, WA 98507-9025